

COUNTY OF ERIE

NOTICE OF VACANCY

DEPARTMENT: Senior Services

LOCATION: 95 Franklin Street

SHIFT: 8:30 a.m. – 4:30 p.m.

TITLE OF POSITION: Assistant Community Recreation Coordinator for the Aging

POSITION NUMBER: 51016912

JOB GROUP & SALARY SCALE: JG VIII-0, 20.317 hourly

MINIMUM QUALIFICATIONS: See attached job description

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SPECIAL REQUIREMENTS: None

THIS NOTICE WILL BE POSTED FOR THE PERIOD January 25, 2022

THROUGH AND INCLUDING February 3, 2022

Interested candidates should forward a copy of their resume to Erin Mahoney,  
Administrative Clerk, Erie County Department of Senior Services, 95 Franklin Street,  
Room 1329, Buffalo, New York 14202 or Erin.Mahoney@erie.gov

**ERIE COUNTY DEPARTMENT OF SENIOR SERVICES**  
**PROVISIONAL VACANCY NOTICE**

**Department & Location:** Erie County Senior Services, 95 Franklin Street, 13<sup>th</sup> Floor, Buffalo, NY 14202  
**Posting Dates:** January 25, 2022- February 3, 2022  
**Title of Position:** ASSISTANT COMMUNITY RECREATION COORDINATOR FOR THE AGING  
**Shift:** 1 full time provisional  
Monday- Friday 8:30am- 4:30pm  
**Starting Annual Salary:** \$42,259 (for new county employees) \$42,259- \$54,209 (for current county employees)

**Who we are looking for:**

The Assistant Recreation Coordinator will be an enthusiastic person who loves working with older adults. This person must possess the creativity and the willingness to help design and implement programming that will foster connection and engagement in our senior community. The ideal candidate is adaptable, communicative, and organized. The ability to travel within Erie County is required.

**Typical Work Activities:**

- Assisting in the coordination, development and operation of in-person and virtual recreation programs and activities at individual senior/community centers throughout Erie County.
- May work with staff at these locations to create recreational and in-person activities/programs/events as well as relevant content to livestream, broadcast and host using the Senior App/TV network.
- Participates in the training of site staff and volunteers in the execution of programs as well as operation of technical/media equipment.
- May assist in troubleshooting technical difficulties.
- May assist in coordination of staff and volunteers to ensure programs run smoothly.
- May participate in virtual, digital and in-person promotion of new and existing older adult programs.
- Assists in the preparation of necessary reports and data compilations that identify program attendance, participant feedback and monitors budgeting/expenses for program administration.

**Minimum qualifications:**

Graduation from a regionally accredited or NYS registered four (4) year college or university with a Bachelor's Degree in Health and Wellness, Human Services, Education, Recreation, Communications or related field and two (2) years of experience\* in administering or developing community programs involving public contact. NOTE 1: \*A Master's Degree will be accepted in lieu of one (1) year experience in administering or developing community programs involving public contact.

**Special requirements:**

Possession on a NYS driver's license required at the time of appointment. This position requires substantial travel; candidates must have a reliable vehicle available for use.

**What we offer:**

- Medical, dental and vision insurance
- Pension
- Union membership
- Vacation, sick and personal leave- including cancer screening time
- Starting pay is \$20.317/hr. or \$42,259/yr. with regular pay increases
- On-site gym
- Fun work environment with fantastic coworkers!

**Interested applicants:**

Please forward a copy of your resume and cover letter to Erin Mahoney, Administrative Clerk, Erie County Department of Senior Services, 95 Franklin Street, Room 1329, Buffalo, New York 14202 or [Erin.Mahoney@erie.gov](mailto:Erin.Mahoney@erie.gov).